

**Department of the Army  
Pamphlet 621-200**

**Education**

# **Army Apprenticeship Program Procedural Guidance**

**Headquarters  
Department of the Army  
Washington, DC  
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**UNCLASSIFIED**

# **SUMMARY of CHANGE**

DA PAM 621-200

Army Apprenticeship Program Procedural Guidance

This new pamphlet provides procedures for implementing the Army Apprenticeship Program (APP). It also contains new forms needed to enroll in and participate in the APP.

Education

## Army Apprenticeship Program Procedural Guidance

**By Order of the Secretary of the Army:**

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**History.** This UPDATE printing publishes a new pamphlet. This publication has been reorganized to make it compatible with the

Army electronic publishing database. No content has been changed.

**Summary.** This pamphlet provides operational guidance on the procedures for implementation of the Army Apprenticeship Program. It contains enrollment, participation, and termination instructions for Education Center personnel, participants, and sponsoring service schools.

**Applicability.** This pamphlet applies to the Active Army only. It does not apply to the Army National Guard or the U.S. Army Reserve.

**Interim changes.** Interim changes to this pamphlet are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested Improvements.** The proponent agency of this pamphlet is the Office of

the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAPE-MPE), ALEX VA 22331-0472.

**Distribution.** Distribution of this publication is made in accordance with DA Form 12-9A-R requirements for 621-series publications. The number of copies distributed to a given subscriber is the number of copies requested in Block(s) 422 of the subscriber's DA Form 12-9A-R. DA Pam 621-200 distribution is B for the Active Army, and none for the ARNG and the USAR. Existing account quantities will be adjusted and new account quantities will be established upon receipt of a signed DA Form 12-9U-R (Subscription for Army UPDATE Publications Requirements) from the publications account holder.

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**Reproducible Forms**

**RESERVED**

## **1. Purpose**

This pamphlet provides procedural guidance on the operation of the Army Apprenticeship Program (AAP). It contains enrollment, participation, and termination instructions for Education Services Officers (ESO), Education Services Specialists (ESS), Program Sponsor Service Schools (PSSS), participants, and their supervisors. The prescribing directive is AR 621-5, Army Continuing Education System (ACES).

## **2. References**

- a. *Required publication.* AR 621-5, Army Continuing Education System. (Cited in paras 1 and 7.)
- b. *Prescribed forms.*
  - (1) DA Form 4409-R, Apprenticeship Application, Assignment History, and Related Instruction. (Prescribed in para 5.)
  - (2) DA Form 4409-1-R, Army Apprenticeship Program Verification of Previous Work Experience. (Prescribed in para 5.)
  - (3) DA Form 4567-R, Apprentice Daily Work Experience Record.(Prescribed in para 5.)
  - (4) DA Form 4568-R, Apprentice Periodic Work Experience Record.(Prescribed in para 5.)
  - c. *Referenced forms.*
    - (1) DA Form 2-1, Personnel Qualification Record.
    - (2) DA Form 669, Army Continuing Education System (ACES) Record.

## **3. Explanation of abbreviations**

- a. AAP—Army Apprenticeship Program.
- b. ACES—Army Continuing Education System.
- c. AEC—Army Education Center.
- d. ALC—Army Learning Center.
- e. DOT—Dictionary of Occupational Titles.
- f. ESO—Education Services Officer.
- g. ESS—Education Services Specialist.
- h. ETS—expiration term of service.
- i. Mo—month.
- j. MOS—military occupational specialty.
- k. No—number.
- l. PCS—permanent change of station.
- m. PSSS—Program Sponsor Service School.
- n. SSN—social security number.
- o. TRADOC—U.S. Army Training and Doctrine Command.
- p. Yr—year.

## **4. Reporting requirements (RCS Labor-1024)**

Reporting requirements and forms described in this pamphlet in support of the AAP have been assigned RCS Labor-1024.

## **5. Initial enrollment procedures**

a. The ESO/ESS will explain to the applicant the need to maintain the integrity of the AAP. The apprentice must understand his or her responsibility to record actual hours worked rather than exaggerated claims of hours worked. Active participation in the AAP requires the apprentice to maintain a log book and to report, at least quarterly, to the ESO/ESS at the Army Education Center/Army Learning Center (AEC/ALC). While the ESO/ESS is responsible for processing the initial AAP enrollment, the AAP applicant must provide the ESO/ESS with the information and documentation to process the enrollment application.

b. The ESO/ESS will—

- (1) Establish and maintain an official AAP file for each applicant and record the date of enrollment on the soldier's DA Form 669 (Army Continuing Education System (ACES) Record). The AAP file will be distinct and maintained separately from the DA Form 669 and will contain all AAP documents and correspondence pertaining to the apprentice. It will be hand-carried by the apprentice to each location where he or she is assigned until program completion or termination.
- (2) Complete parts I and II and obtain signatures on DA Form

4409-R (Apprenticeship Application, Assignment History, and Related Instruction). Instructions and codes to be used are in appendix A.

(3) Complete part III of DA Form 4409-R when a request for a certificate of completion is initiated. Post only hours of related instruction that are verified on diplomas, certificates of completion, or DA Form 2-1 (Personnel Qualification Record) presented by the apprentice as proof of completion. Place copies of documentation in the apprentice's official AAP file. Credit normally may be awarded for military courses listed in the appropriate AAP DA pamphlet or nonmilitary courses of related instruction taken after the soldier came on active duty. Only the PSSS may officially award hours of related instruction. A copy of the DA Form 4409-R will be sent to the PSSS for awarding credit.

(4) Distribute DA Form 4409-R as follows:

(a) Send a copy to Commander, TRADOC, ATTN: ATPL-B, Fort Monroe, VA 23651-5262, for initial enrollment processing.

(b) Send a copy to the apprentice for his or her log book.

(c) Send a copy to appropriate PSSS, when credit for previous work experience is claimed. Table 1 lists PSSS addresses.

(d) Send the original to official AAP file.

(5) Assist the soldier in completing sections I and II of DA Form 4409-1-R (Army Apprenticeship Program Verification of Previous Work Experience) if he or she requests an award of credit for previous military experience. The soldier will enter the following information on the DA Form 4409-1-R:

(a) In section I, the organization, unit, and time period during which the work processes in section II were performed (which may or may not be at the current duty station).

(b) In section II, the hours claimed, by work process.

(c) In section III, the supervisor's name, unit, and organization.

(6) Distribute DA Form 4409-1-R.

(a) When sections I and II of DA Form 4409-1-R have been completed, send the original of the form to the previous supervisor for verification of the hours claimed and for signature.

(b) Upon receipt of the signed DA Form 4409-1-R from the previous supervisor, send this original to the PSSS (with a copy to TRADOC (ATPL-B)) for evaluation and place a copy in the apprentice's official AAP file.

(7) Give the apprentice a log book or folder in which to keep copies of his or her AAP records.

(8) Explain to the apprentice how to maintain DA Form 4567-R (Apprentice Daily Work Experience Record) and give him or her three copies of the form. Inform the apprentice that an average of 6 hours per workday of work category experiences, not to exceed 132 hours per month, is normal. If the average is above 6 hours per workday, the apprentice's supervisor must write a specific justification in the JUSTIFICATION/REMARKS block of DA Form 4567-R for the hours recorded.

(a) Examples of acceptable justification are as follows: "16-30 Aug 88—preparation for CMMI"; "2-15 Sep 90—field exercise Bright Window"; "Feb/Mar 87—authorized 6 MOS 24C, only 4 assigned"; "SP4 Row was assigned extra duty during June to prepare for AGI."

(b) Examples of unacceptable justification are as follows: "Works 24 on/24 off"; "PFC Low works 12 hours a day"; "field duty"; "inspection."

(9) Explain to the apprentice that he or she should continue to record hours of work performed on DA Form 4567-R in all categories, even after completion requirements for one or more categories have been met.

(10) Instruct the apprentice to report to the AEC/ALC at least every 3 months to turn in his or her completed DA Forms 4567-R, and to pick up more forms. The ESO/ESS will also explain to the apprentice that a DA Form 4568-R (Apprentice Periodic Work Experience Record) will be maintained in his or her official AAP file.

(11) Issue a letter to the supervisor of the apprentice stating that—

(a) The integrity of the AAP must be maintained through the accuracy of every individual's recorded data.

(b) The supervisor has responsibilities to assist in completing portions of the AAP forms.

c. The PSSS will—

(1) Evaluate each DA Form 4409-1-R and inform the requesting ESO/ESS by letter of the credit awarded for each work process, and send a copy of the evaluation with a copy of the DA Form 4409-R to TRADOC (ATPL-B).

(2) Evaluate each DA Form 4409-R for award of hours of related instruction when submitted with a request for a certificate of completion.

(3) Determine that each request for a certificate of completion meets all program requirements. Send TRADOC (ATPL-B) complete and accurate requests only. Return all others to the requesting ESO/ESS with an explanation of needed corrective action; also, send an information copy of returned ESO/ESS requests to TRADOC (ATPL-B).

d. DA Form 4409-R, DA Form 4409-1-R, DA Form 4567-R, and DA Form 4568-R will be reproduced locally on 8½- by 11-inch paper. A copy of each for reproduction purposes is located at the back of this pamphlet.

e. Figure 1 contains a checklist for ESO/ESS to use in processing an initial enrollment.

## 6. Changes in data or status

a. Apprentices will report to the ESO/ESS when changes in data or status occur. The ESO/ESS will prepare DA Form 4409-R in duplicate per instructions in appendix A to indicate data or status changes. A copy of the form will be sent to TRADOC (ATPL-B). The original will be maintained in the apprentice's official AAP file.

b. When an apprentice has a permanent change of station (PCS), the ESO/ESS at the departing installation will prepare and submit DA Form 4409-R, action code D, to TRADOC (ATPL-B) indicating in item 2 the ESO code for the departing installation. Instructions will be given to the apprentice to hand-carry his or her log book and official AAP file to the new duty station and to report to the ESO/ESS at the new installation.

c. The ESO/ESS at the new installation will—

(1) Prepare and submit DA Form 4409-R, action code A in part I, item 1, to TRADOC (ATPL-B) indicating in part I, item 2 the ESO code for the installation where the apprentice is now stationed.

(2) Maintain the official AAP file.

## 7. Termination

The ESO/ESS will submit DA Form 4409-R to TRADOC (ATPL-B) on an apprentice's termination from the AAP. The ESO/ESS will ensure the proper code from appendix A is entered in part I, item 1.

a. Completion of program.

(1) When an apprentice has completed all the requirements for his or her program, the ESO/ESS will—

(a) Verify the accuracy of the information entered on DA Form 4567-R and DA Form 4568-R.

(b) Verify that the minimum requirements for completion have been met in the areas of total hours, hours per category, and related instruction hours.

(c) Prepare and send a memorandum requesting a certificate of completion through the PSSS to TRADOC (ATPL-B). (See fig 2 for a sample format.) Send a copy of the request without enclosures directly to TRADOC (ATPL-B). The memorandum will have as enclosures copies of the following:

1. DA Forms 4409-R, action codes 1 and 4.

2. DA Form 4567-R.

3. DA Form 4568-R, and the letter from the PSSS with the official award of credit for work experience.

4. Diplomas and other documentation for hours of related instruction.

5. DA Form 2-1, certified by the local personnel officer or representative as correct within 30 days of the request for completion.

(2) The PSSS will verify that the apprentice has met all completion requirements and will then send the entire package to TRADOC (ATPL-B).

(3) TRADOC (ATPL-B) will—

(a) Request the Department of Labor to issue a certificate of completion of apprenticeship.

(b) Send the certificate to the ESO/ESS at the installation where the apprentice is assigned unless the requesting letter indicates another address.

(c) Return the remaining enclosures and the endorsement to the requesting ESO/ESS.

(4) On receipt of the completion certificate, the ESO/ESS will arrange for an appropriate presentation ceremony.

(5) Figure 3 contains a checklist for ESO/ESSs to use in processing a request for a completion certificate.

b. Partial completion of program.

(1) Soldiers who leave the Army, or voluntarily disenroll from the AAP prior to completing all the program requirements, will be given a letter from the ESO/ESS. The letter will list the work processes, hours completed, and the number of hours of related instruction completed. (See fig 4 for a sample format.)

(2) The ESO/ESS will prepare DA Form 4409-R, action code 5 or 6, in part I, item 1, for each soldier who partially completes an AAP, and send a copy of this form to TRADOC (ATPL-B).

(3) The official AAP file maintained by the ESO/ESS will be given to the soldier.

(4) Figure 5 contains a checklist for ESO/ESS to use in processing a request for a partial completion.

## 8. Annual update of hours earned

The ESO/ESS will submit to TRADOC (ATPL-B), on DA Form 4409-R, using action code 8 in part I, item 1, an annual update of the total cumulative number of hours earned for each apprentice at the installation, per AR 621-5, paragraph 6-6f. (See app A for instructions.)

## **Appendix A Instructions for Completing DA Form 4409-R**

### **A-1. General instructions**

When filling in the blocks, be sure to draw diagonal lines through the zeros (0), and horizontal lines under the ones (1) to distinguish them from the letters O and I. When entering dates, use the first two blocks for the year and the last two for the month. Fill in all unused blocks in items 17 and 19 with zeros, such as 0400 or 0800. Review all applications for accuracy prior to submission.

### **A-2. Instructions for Part I, Enrollment Application**

a. *Item 1, Action code.* Use the codes below to indicate the type of action.

(1) Code 1, initial registration. Complete items 1 to 17, 21, and 22.

(2) Code 2, change of data. Complete items 1 to 4, 22, and items needing change.

(3) Code 3, change of program. Complete items 1 to 7, 18, and 22.

(4) Code 4, completion of program. Complete items 1 to 4 and 19 to 22.

(5) Code 5, ETS from the Army. Complete items 1 to 4 and 19 to 22.

(6) Code 6, voluntary drop. Complete items 1 to 4 and 19 to 22.

(7) Code 7, correction of SSN. Complete items 1 and 2, enter the *incorrect SSN* in item 3, and enter the *correct SSN* in item 4 blocks 15 to 23; skip block 24, then enter the participant's last name again starting with block 25, and enter the date in item 22.

(8) Code 8, annual update. Complete items 1 to 4, 19, and 22.

(9) Code D, PCS departure. Complete items 1 to 4, 19, and 22.

(10) Code A, PCS arrival. Complete items 1 to 4 and 22.

b. *Item 2, ESO code.* See table A-1.

c. *Item 3, Social security number.* Enter number.

d. *Item 4, Name:* Last, space, First, space, MI.

e. *Item 5, Program number.* See table A-2.

f. *Item 6, Skill code.* See table A-2.

g. *Item 7, MOS.* See table A-2.

h. *Item 8, Date of birth.* Year/month.

i. *Item 9, ETS date.* Year/month.

j. *Item 10, Home of record.* See table A-3.

k. *Item 11, Ethnic group.* Code C—Caucasian (non-Hispanic); code B—Black (non-Hispanic); code A—Asian/Pacific Islands; code I—American Indian; code H—Hispanic; N—Other.

l. *Item 12, Sex.* M or F.

m. *Item 13, Veteran status.* Code V—Viet Nam veterans who

began active duty prior to 01 Jan 77; Code X—Other, began active duty after 31 Dec 76.

n. *Item 14, Enlistment no.* 1—First enlistment; 2—Second enlistment; 3—Third enlistment; 4—Fourth enlistment; 5—Fifth enlistment; 6—Sixth enlistment; 7—Seventh enlistment; 8—Eighth enlistment; 9—Ninth enlistment; 10—Tenth enlistment

o. *Item 15, Pay grade.* E1 through E9.

p. *Item 16, Date entered program.* Year/month.

q. *Item 17, Hours previous experience.* Cumulative number of hours earned and verified by PSSS for work completed prior to enrolling in the program. Do not include hours of related instruction.

r. *Item 18, Date program change.* Year/month individual changed from one program to another program. Do not change date of initial enrollment, item 16.

s. *Item 19, Hours earned in program.* Total number of hours earned in the program as of this update or on termination or completion of program. Include previous experience hours entered in item 17; do not include related instruction hours.

t. *Item 20, Termination date.* Year/month participant completed or withdrew from a program, separated from the Army (ETS), or changed from one program to another. Note: PCS does not constitute a termination.

u. *Item 21, Rank.* PV1 through CSM, as of this action date.

v. *Item 22, Date of action.* Year/month this action prepared.

### **A-3. Instructions for Part II, Apprentice Unit Assignment History**

Record duty MOS, unit assignments, and supervisors' names from the time the individual entered the AAP until completion or termination. Start with current duty assignment and enter in chronological order each permanent duty assignment and change in supervisor. Requested data are self-explanatory. The ESO/ESS will check with participant for changes each time DA Forms 4567-R are submitted.

### **A-4. Instructions for Part III, Record of Related Instruction**

Record documentation of related instruction hours completed after the apprentice came on active duty. The number of hours required for program completion are listed in the pertinent AAP DA pamphlet. The participant must present diplomas, certificates of completion, or a DA Form 2-1 to the ESO/ESS as authentication of related instruction hours for military courses. The PSSS will evaluate hours of related instruction when submitted with an official request for a certificate of completion. The PSSS will determine any award of credit for courses not contained in the even numbered tables of the applicable AAP DA pamphlet. The ESO/ESS should retain copies of related instruction documentation, since they are required when processing requests for Certificates of Completion of Apprenticeship.

### **A-5. Authentication**

All data requested will be entered on the last two lines of the DA Form 4409-R.

**Table 1  
Program Sponsor Service Schools**

Program number	School name	Address	AUTOVON phone
98001	Engineer	U.S. Army Engineer School ATTN: ATZA-TD-UI Ft. Belvoir, VA 22060-5291	354-2794, 354-2798
98002	Quartermaster Cooks  Petro/Chem	U.S. Army Quartermaster School ATTN: ATSM-SFS Ft. Lee, VA 23801-5120  ATTN: ATSM-PFS (LTD) Ft. Lee, VA 23801-5120	687-4688 687-3025  687-1235, 687-3427

**Table 1**  
**Program Sponsor Service Schools—Continued**

Program number	School name	Address	AUTOVON phone
98003	Transportation	U.S. Army Transportation and Aviation Logistics Schools ATTN: ATZF-PCE Ft. Eustis, VA 23604-5213	927-3265, 927-5060
98004	Signal	U.S. Army Signal Center and Ft. Gordon ATTN: ATZH-PAE Ft. Gordon, GA 30905-5070	780-7111, 780-7100
98005	Ordnance	U.S. Army Ordnance Center and School ATTN: ATSL-TD-CDR Aberdeen Proving Ground, MD 21005-5201	298-5770, 298-5779
98006	Missile and Munitions	U.S. Army Missile and Munitions Center & School ATTN: ATSK-TS Redstone Arsenal, AL 35898-6600	746-9350, 746-1691
98007	Armor	U.S. Army Armor Center and Ft. Knox ATTN: ATZK-PA-ED (715K) Ft. Knox, KY 40121-5000	464-8246, 464-2427
98008	Field Artillery	U.S. Army Field Artillery Center and School ATTN: ATZR-PE Ft. Sill, OK 73503-5100	639-6006, 639-3201
98009	Air Defense Artillery	U.S. Army Air Defense Artillery Center and Ft. Bliss ATTN: ATCA-DTE-EP Ft. Bliss, TX 79916-5114	978-7824, 978-3019
98010	Intelligence	U.S. Army Intelligence School and Ft. Devens ATTN: ATSI-EES Ft. Devens, MA 01433-5230	256-3474, 256-3197
98011	Intelligence Center	U.S. Army Intelligence Center and School ATTN: ATSI-TD-SF Ft. Huachuca, AZ 85613-5000	879-5747

**Table A-1**  
**Education Services Officer codes (listed by MACOM)**

MACOM	Code
<b>U.S. Army Training and Doctrine Command</b>	
Ft. Belvoir, VA 22060-5059	T013
Ft. Ben Harrison, IN 46216-5815	T014
Ft. Benning, GA 31905-5000	T003
Ft. Bliss, TX 79916-5114	T004
Carlisle Barracks, PA 17013-5000	T015
Ft. Dix, NJ 08640-5104	T025
Ft. Eustis, VA 23604-5116	T002
Ft. Gordon, GA 30905-5070	T006
Ft. Hamilton, Brooklyn, NY 11252-5190	T027
Ft. Indiantown Gap, PA 17003-5000	T018
Ft. Jackson, SC 29207-3160	T010
Ft. Knox, KY 40121-5000	T019
Ft. Leavenworth, KS 66027-5000	T020
Ft. Leavenworth, Disciplinary Bks, KS 66022-5120	T005
Ft. Lee, VA 23801-5120	T021
Ft. Leonard Wood, MO 65473-5135	T026
Ft. McClellan, AL 36205-5000	T022
Ft. Monroe, VA 23651-6546	T023
New Cumberland Army Depot, PA 17070-5000	T011
Ft. Rucker, AL 36362-5000	T024
Ft. Sill, OK 73503-5100	T007
Ft. Story, VA 23459-5000	T016

**Table A-1**  
**Education Services Officer codes (listed by MACOM)—Continued**

MACOM	Code
<b>U.S. Army Forces Command</b>	
Ft. Bragg, NC 28307-5000	F058
Ft. Buchanan, PR 00934-5008	F052
Ft. Campbell, KY 42223-5000	F059
Ft. Carson, CO 80913-5000	F053
Ft. Devens, MA 01433-5230	F060
Ft. Drum, NY 13602-5099	F071
Ft. Greeley, AK, APO Seattle 98733-5100	F074
Ft. Hood, TX 76544-5056	F061
Ft. Irwin, CA L92310-5000	F070
Ft. Lewis, WA 98433-5000	F062
Ft. McPherson, GA 30330-5000	F050
Ft. Meade, MD 20755-5093	F063
Ft. Ord, CA 93941-5000	F069
Ft. Polk, LA 71459-5000	F068
Presidio of San Francisco, CA 94129-5000	F064
Ft. Richardson, AK 99505-5100	F072
Ft. Riley, KS 66442-6824	F065
Ft. Sam Houston, TX 78234-5000	F055
Ft. Sheridan, IL 60037-5000	F066
Ft. Stewart, GA 31314-5000	F067
Ft. Wainwright, AK 99703-5100	F073

**Table A-1**  
**Education Services Officer codes (listed by MACOM)—Continued**

MACOM	Code
<b>U.S. Army Materiel Command</b>	
HQ, AMC, Alexandria, VA 22333–0001	A100
Aberdeen Proving Ground, MD 21005–5001	A101
DESCOM, Chambersburg, PA 17201–4170	A113
Dugway Proving Ground, UT 84002–5000	A104
Fort Monmouth, NJ 07703–5013	A110
Red River Army Depot, Texarkana, TX 75501–5001	A114
Redstone Arsenal, AL 35898–5192	A111
Sacramento Army Depot, CA 95813–5005	A115
Selfridge Army National Guard Base, MI 48045–5016	A108
Seneca Army Depot, Romulus, NY 14541–5001	A105
Sharpe Army Depot, Lathrop, CA 95331–5000	A109
Sierra Army Depot, Herlong, CA 96113–5120	A112
SLASC, Granite City, IL 62040–1801	A102
Tobyhanna Army Depot, PA 18466–5087	A116
Vint Hill Farms, VA 22186–5011	A117
White Sands Missile Range, NM 88002–5034	A107
Yuma Proving Ground, AZ 85364–9102	A103
<b>U.S. Army Intelligence and Security Command</b>	
Arlington Hall Station, VA 22212–5000	I125
<b>U.S. Army Information Systems Command</b>	
Ft. Huachuca, AZ 85613–6000	S129
Ft. Ritchie, MD 21719–5010	S130
<b>Military Traffic Management Command</b>	
Oakland Army Base, CA 94626–5000	M135
<b>United States Military Academy</b>	
USMA, West Point, NY 10996–1992	P135
<b>U.S. Army Japan/IX Corps</b>	
Camp Zama, APO SF 96343–0054	J142
Okinawa, APO SF 96331–1030	J143
<b>Eighth U.S. Army</b>	
East Camp Casey, APO SF 96224–0308	K146
West Camp Casey, APO SF 96224–0310	K147
Camp Carroll, APO SF 96460–0286	K154
Camp Greaves, APO SF 96251–0394	K151
Camp Hovey, APO SF 96224–0319	K148
Camp Howze, APO SF 96251–0384	K150
Camp Humphreys, APO SF 96271–0164	K161
Camp Ames, APO SF 96231–0244	K152
Camp Market-Mercer, APO SF 96483–0076	K158
Camp Page, USAG, APO SF 96208–0252	K156
Camp Long, APO SF 96397–0246	K157
Camp Pelham, APO SF 96251–0411	K163
Camp Red Cloud, APO SF 96358–0198	K160
Camp Stanley, APO SF 96524–0213	K149
Pusan, Hyaleah, APO SF 96259–0260	K155
Taegu, Camp Walker, APO SF 96218–0117	K153
Yongsan, APO SF 96301–0076	K159
<b>U.S. Army Military District of Washington</b>	
Fort Myer, VA 22211–5050	D181
Fort McNair, Washington, DC 20319–5050	D180
Hoffman Building, Alexandria, VA 22332–5000	D183
Pentagon, Washington, DC 20310–5000	D182
<b>U.S. Army Health Services Command</b>	
Fort Detrick, MD 21701–5000	H193
Fitzsimons Army Medical Center, Aurora, CO 80045–5000	H192
Walter Reed Army Medical Center, Washington, DC 20307–5001	H191
<b>U.S. Army Western Command</b>	
Fort Shafter, HI 96858–5000	W090
Schofield Barracks, HI 96857–6000	W091
Tripler Army Medical Center, HI 96859–5000	W092
<b>U.S. Army Europe and Seventh Army</b>	
26th Sup Gp Heidelberg:	
Patton Barracks, APO NY 09102	E206
U.S. Army Hospital, APO NY 09102	E211

**Table A-1**  
**Education Services Officer codes (listed by MACOM)—Continued**

MACOM	Code
Campbell Barracks, APO NY 09403	E203
Thompkins Barracks, APO NY 09081	E213
21st Support Command:	
Bremerhaven Community:	
Carl Schurz Kaserne, APO NY 09069	E201
Soegel, APO NY 09069	E209
Flensberg, APO NY 09354	E210
Clay Kaserne, Garstedt, APO NY 09355	E352
Kaiserslautern Community:	
Kleber Kaserne, APO NY 09227	E212
Rhine Ordnance Barracks, APO NY 09227	E354
Landstuhl Hospital, APO NY 09180	E214
Karlsruhe Community:	
Gerszewski Barracks, APO NY 09360	E215
Rineland Kaserne, APO NY 09351	E231
Neureut Kaserne, APO NY 09360	E216
Germersheim Army Depot, APO NY 09095	E224
Mannheim Community:	
Sullivan Barracks, APO NY 09086	E217
Taylor Barracks, APO NY 09086	E225
Coleman Barracks, APO NY 09028	E232
Spinelli Barracks, APO NY 09166	E234
Turley Barracks, APO NY 09166	E241
Pirmasens Community:	
Husterhoeh Kaserne, APO NY 09189	E235
Fischbach Army Depot, APO NY 09144	E243
Worms Community:	
Taukkunen Kaserne, APO NY 09058	E236
North Point, APO NY 09227	E205
Zweibruecken Community:	
Kreuzberg Kaserne, APO NY 09502	E233
Miesau Army Depot, APO NY 09059	E207
Burtonwood Army Depot, APO NY 09075	E328
Supreme Headquarters Allied Powers Europe (SHAPE):	
Mons, Belgium, APO NY 09088	E326
NATO SUPACT Brussels, APO NY 09667	E329
Rheinberg Community:	
Rheinberg Kaserne, APO NY 09712	E356
Muenster-Hahndorf, APO NY 09078	E287
Geilenkirchen, APO NY 09104	E355
AFCENT Community:	
AFCENT Headquarters, APO NY 09011	E327
Colvorden, Netherlands, APO NY 09159	E367
Rotterdam, APO NY 09159	E226
V Corps:	
Bad Kreuznach Community:	
Rose Barracks, APO NY 09111	E237
Anderson Bks, Dexheim, APO NY 09111	E246
Baumholder Community:	
H.D. Smith Barracks, APO NY 09034	E238
Strassburg Kaserne, APO NY 09322	E247
Neubruecke, APO NY 09305	E239
Spangdahlem Air Base, APO NY 09123	E248
Bitburg Air Base, APO NY 09132	E258
Darmstadt Community:	
Cambri-Fritch Kaserne, APO NY 09175	E249
Ernst Ludwig Kaserne, APO NY 09175	E244
Kelley Barracks, APO NY 09175	E260
Babenhausen Kaserne, APO NY 09455	E259
Muenster, APO NY 09455	E245
Frankfurt Community:	
Abrams Education Center, APO NY 09710	E261
McNair Kaserne, Hoechst APO NY 09757	E263
Camp Eschborn, APO NY 09757	E255
Drake-Edwards Kaserne, APO NY 09039	E264
Gibbs Kaserne, APO NY 09757	E266
97th General Hospital APO NY 09757	E256
Camp King APO NY 09039	E262
Fulda Community:	
Downs Barracks, APO NY 09146	E265
McPheeters Barracks, APO NY 09141	E267
Giessen Community:	

**Table A-1**  
**Education Services Officer codes (listed by MACOM)—Continued**

MACOM	Code
Giessen Army Depot, APO NY 09169	E268
Bueren APO NY 09171	E274
Rivers Barracks, APO NY 09169	E288
Ray Barracks, APO NY 09074	E275
557th Arty Group, APO NY 09169	E359
Ayers Kaserne, APO NY 09045	E289
Schloss Kaserne, APO NY 09077	E250
Hanau Community:	
Pioneer Kaserne, APO NY 09165	E298
Fliegerhorst Kaserne, APO NY 09165	E251
Francois Kaserne (Hutier), APO NY 09165	E299
Coleman Kaserne, APO NY 09091	E252
Armstrong Barracks, APO NY 09706	E300
Gross Auheim Kaserne, APO NY 09165	E351
Mainz Community:	
Lee Barracks, APO NY 09185	E253
McCully Barracks, APO NY 09185	E254
Finthen Army Air Field, APO NY 09185	E301
Wiesbaden Community:	
Wiesbaden Air Base, APO NY 09457	E360
Camp Pierei, APO NY 09353	E302
Wildflecken Community:	
Wildflecken, APO NY 09026	E332
VII Corps:	
Ansbach Community:	
Hindenburg Kaserne, APO NY 09177	E303
Katterbach, APO NY 09326	E310
Barton Barracks, APO NY 09177	E353
Stork Barracks, APO NY 09140	E223
McKee Barracks, APO NY 09751	E311
Aschaffenburg Community:	
Jaeger Kaserne, APO 09162	E304
Fiorri Kaserne, APO NY 09162	E276
Ready Barracks, APO NY 09162	E277
Smith Kaserne, APO NY 09162	E294
Graves Kaserne, APO NY 09162	E295
Augsburg Community:	
Reese Barracks, APO NY 09178	E279
Flak Kaserne, APO NY 09178	E296
Sheridan Barracks, APO NY 09178	E278
Gablingen Kaserne, APO NY 09178	E297
Bad Tolz/Garmisch Community:	
Flint Kaserne, APO NY 09050	E280
Sheridan Barracks, APO NY 09053	E306
Berchtesgaden, APO NY 09108	E357
Bamberg Community:	
Warner Barracks, APO NY 09139	E307
Goeppingen Community:	
Cooke Barracks, APO NY 09454	E290
Bismark Kaserne, APO NY 09281	E308
Heilbronn Community:	
Wharton Barracks, APO NY 09176	E334
Artillery Kaserne, APO NY 09176	E222
Badherhof Kaserne, APO NY 09176	E271
Dolan Barracks, APO NY 09025	E331
Munich/Bad Aibling Community:	
McGraw Kaserne, APO NY 09407	E272
Bad Aibling Station, APO NY 09098	E281
Neu Ulm Community:	
Wiley Barracks, APO NY 09669	E335
Nelson Barracks, APO NY 09035	E273
Artillery Kaserne, APO NY 09035	E336
Nuernberg Community:	

**Table A-1**  
**Education Services Officer codes (listed by MACOM)—Continued**

MACOM	Code
W.O. Darby Kaserne, APO NY 09696	E282
U.S. Army Hospital, APO NY 09696	E338
Johnson Barracks, APO NY 09696	E337
Merrell Barracks, APO NY 09093	E283
O'Brien Barracks, APO NY 09142	E346
Monteith Barracks, APO NY 09068	E284
Pinder Barracks, APO NY 09070	E347
Ferris Barracks, APO NY 09066	E285
Herzo Base, APO NY 09352	E348
Schweinfurt Community:	
Ledward Barracks, APO NY 09033	E339
Conn Barracks, APO NY 09702	E340
Daley Barracks, APO NY 09330	E315
Stuttgart Community:	
Robinson Barracks, APO NY 09154	E358
Ludendorf Kaserne, APO NY 09279	E317
5th General Hospital, APO NY 09154	E342
Wilkins Barracks, APO NY 09279	E343
Grenadier Kaserne, APO NY 09154	E316
Patch Barracks, APO NY 09131	E341
Nellingen Barracks, APO NY 09061	E318
Echterdingen, APO NY 09279	E319
Kelley Barracks, APO NY 09107	E344
Flak Kaserne, APO NY 09279	E345
Krabbenloch Kaserne, APO NY 09279	E320
Coffey Barracks, APO NY 09279	E349
Panzer Kaserne, APO NY 09046	E321
Wuerzburg Community:	
Leighton Barracks, APO NY 09801	E350
Emery Barracks, APO NY 09801	E330
Hindenburg Kaserne, APO NY 09036	E361
Giebelstadt Army Air Field, APO NY 09182	E362
Larson Barracks (Kitzingen), APO NY 09701	E305
Harvey Barracks (Kitzingen), APO NY 09031	E312
Peden Barracks (Wertheim), APO NY 09047	E314
U.S. Army Berlin:	
McNair Barracks, APO NY 09742	E313
Andrews Barracks, APO NY 09742	E322
Clay HQ Compound, APO NY 09742	E325
U.S. Army Hospital, APO NY 09742	E323
Helmstedt Detachment, APO NY 09741	E324
7th Army Training Command:	
Grafenwoehr, APO NY 09114	E291
Christensen Barracks (Bindlach), APO NY 09411	E309
Rose Barracks (Vilseck), APO NY 09112	E292
Pioneer Kaserne (Regensburg), APO NY 09173	E333
Ponds Barracks (Amberg), APO NY 09452	E293
Pioneer Kaserne (Hohenfels), APO NY 09173	E269
Southern European Task Force (SETAF):	
Vicenza, APO NY 09221	E218
Camp Darby (Livorno), APO NY 09019	E219
Sinop (Turkey), APO NY 09133	E229
Cakmakli (Turkey), APO NY 09380	E221
Izmir (Turkey), APO NY 09133	E364
North Camp, Sinai (Egypt), APO NY 09677	E365
South Camp, Sinai (Egypt), APO NY 09679	E366
Athens-Elefisis (Greece), APO NY 09253	E230
Naples, Tri-Services Ed Center, APO 09524	E363
<b>U.S. Army Southern Command (Panama)</b>	
Ft. Clayton, APO Miami 34004	P100
Ft. Clayton North, APO Miami 34004	P103
Ft. Davis, APO Miami 34004	P101
Ft. Kobbe, APO Miami 34004	P102

**Table A-2**  
**Army Apprenticeship Program data**

Eligible MOS	Occupation	PSSS	Program number	Skill code	DOT code	Program hours
12B	Rigger	Engineer	98001	14	869.683-010	6000
12C	Rigger	Engineer	98001	14	869.638-010	6000
21G	Electronics Mechanic	Artillery	98008	02	828.281-010	8000
21L	Electrical Instrument Repairer	Missile & Munitions	98006	02	729.281-026	7000
21L	Electronics Mechanic (Radar)	Missile & Munitions	98006	01	828.281-010	7000
21L	Television and Radio Repairer	Missile & Munitions	98006	05	720.281-018	8000
24C	Electronics Mechanic (Radar)	Air Defense	98009	01	828.281-018	8000
24C	Electro-Mechanical Technician (Weapons Systems)	Air Defense	98009	03	710.281-018	8000
24C	Television and Radio Repairer	Air Defense	98009	02	720.281-018	8000
24G	Electronics Mechanic (Radar)	Air Defense	98009	01	828.281-018	8000
24G	Television and Radio Repairer	Air Defense	98009	02	720.281-018	8000
24H	Electrical Instrument Repairer	Missile & Munitions	98006	02	729.281-026	7000
24H	Television and Radio Repairer	Missile & Munitions	98006	05	720.281-018	8000
24J	Electrical Instrument Repairer	Missile & Munitions	98006	02	729.281-026	7000
24J	Electronics Mechanic (Radar)	Missile & Munitions	98006	01	828.281-010	7000
24J	Television and Radio Repairer	Missile & Munitions	98006	05	720.281-018	8000
24K	Electrical Instrument Repairer	Missile & Munitions	98006	02	729.281-026	7000
24K	Electronics Mechanic (Radar)	Missile & Munitions	98006	01	828.281-010	7000
24K	Television and Radio Repairer	Missile & Munitions	98006	05	720.281-018	8000
24L	Electrical Instrument Repairer	Missile & Munitions	98006	02	729.281-026	7000
24L	Maintenance Mechanic (Hydraulic Equipment)	Missile & Munitions	98006	03	638.281-014	6000
24L	Television and Radio Repairer	Missile & Munitions	98006	05	720.281-018	8000
24M	Electro-Mechanical Technician (Weapons Systems)	Air Defense	98009	03	710.281-018	8000
24N	Electro-Mechanical Technician (Weapons Systems)	Air Defense	98009	03	710.281-018	8000
24T	Electronics Mechanic (Radar)	Air Defense	98009	01	828.281-018	8000
24T	Television and Radio Repairer	Air Defense	98009	02	720.281-018	8000
24U	Electro-Mechanical Technician (Weapons Systems)	Air Defense	98009	03	710.281-018	8000
25L	Electronics Mechanic (Radar)	Air Defense	98009	01	828.281-018	8000
25L	Television and Radio Repairer	Air Defense	98009	02	720.281-018	8000
26T	Control Room Technician (Radio and TV Broadcasting)	Signal	98004	22	194.262-010	4000
26T	Television and Radio Repairer	Signal	98004	05	720.281-018	8000
26T	Television Cable Installer	Signal	98004	23	821.281-010	2000
27B	Electrical Instrument Repairer	Missile & Munitions	98006	02	729.281-026	7000
27B	Electronics Technician	Missile & Munitions	98006	04	003.161-014	7000
27B	Television and Radio Repairer	Missile & Munitions	98006	05	720.281-018	8000
27E	Electrical Instrument Repairer	Missile & Munitions	98006	02	729.281-026	7000
27F	Electrical Instrument Repairer	Missile & Munitions	98006	02	729.281-026	7000
27G	Electrical Instrument Repairer	Missile & Munitions	98006	02	729.281-026	7000
27G	Television and Radio Repairer	Missile & Munitions	98006	05	720.281-018	8000
27L	Electrical Instrument Repairer	Missile & Munitions	98006	02	729.281-026	7000
27L	Maintenance Mechanic (Hydraulic Equipment)	Missile & Munitions	98006	03	638.281-014	6000
27M	Electrical Instrument Repairer	Missile & Munitions	98006	02	729.281-026	7000

**Table A-2**  
**Army Apprenticeship Program data—Continued**

Eligible MOS	Occupation	PSSS	Program number	Skill code	DOT code	Program hours
27M	Maintenance Mechanic (Hydraulic Equipment)	Missile & Munitions	98006	03	638.281-014	6000
27N	Electrical Instrument Repairer	Missile & Munitions	98006	02	729.281-026	7000
27N	Electronics Mechanic (Radar)	Missile & Munitions	98006	01	828.281-010	7000
27N	Television and Radio Repairer	Missile & Munitions	98006	05	720.281-018	8000
29E	Electrical Repairer	Signal	98004	24	829.281-014	8000
29E	Electrician, Radio	Signal	98004	10	823.281-014	8000
29E	Radio Electrician (Communications Technician)	Signal	98004	01	823.281-014	8000
29E	Television and Radio Repairer	Signal	98004	05	720.281-018	8000
29F	Electrical Repairer	Signal	98004	24	829.281-014	8000
29F	Television and Radio Repairer	Signal	98004	05	720.281-018	8000
29G	Electronics Technician (Communications)	Signal	98004	18	003.161-014	8000
29H	Electronics Technician (Communications)	Signal	98004	18	003.161-014	8000
29J	Automatic Equipment Technician	Signal	98004	04	822.281-010	8000
29M	Field Engineer (Microwave)	Signal	98004	19	193.262-018	8000
29M	Radio Electrician (Communications Technician)	Signal	98004	01	823.281-014	8000
29N	Central Office Telephone Installer/Repairer	Signal	98004	03	822.361-014	8000
29N	Electronics Technician (Communications)	Signal	98004	18	003.161-014	8000
29S	Electrical Repairer	Signal	98004	24	829.281-014	8000
29V	Electrician, Radio	Signal	98004	10	823.281-014	8000
29V	Field Engineer (Microwave)	Signal	98004	19	193.262-018	8000
29V	Radio Electrician (Communications Technician)	Signal	98004	01	823.281-014	8000
29Y	Radio Electrician (Communications Technician)	Signal	98004	01	823.281-014	8000
31C	Radio Operator	Signal	98004	16	193.262-026	8000
31C	Telegraphic Teletypewriter Operator	Signal	98004	14	203.582-050	6000
31K	Electrical Repairer	Signal	98004	24	829.281-014	8000
31K	Radio Operator	Signal	98004	16	193.262-026	8000
31L	Cable Splicer	Signal	98004	06	829.361-010	8000
31L	Line Installer/Repairer	Signal	98004	08	822.381-014	8000
31L	Station Installer/Repairer	Signal	98004	26	822.261-022	8000
31L	Television Cable Installer	Signal	98004	23	821.281-010	8000
31M	Radio Operator	Signal	98004	16	193.262-026	8000
31N	Trouble Locater, Test Desk	Signal	98004	27	822.361-030	4000
31Q	Field Engineer (Microwave)	Signal	98004	19	193.262-018	8000
31V	Electronics Mechanic	Artillery	98008	02	828.281-010	8000
31V	Radio Mechanic	Signal	98004	15	823.261-018	6000
32D	Trouble Locater, Test Desk	Signal	98004	27	822.361-030	4000
33M	Electronics Technician (Communications)	Intel School	98010	01	003.161-014	7000
33P	Electronics Technician (Communications)	Intel School	98010	01	003.161-014	7000
33Q	Electronics Technician (Communications)	Intel School	98010	01	003.161-014	7000
33R	Electronics Technician (Communications)	Intel School	98010	01	003.161-014	7000
33T	Electronics Technician (Communications)	Intel School	98010	01	003.161-014	7000
33V	Electronics Technician (Communications)	Intel School	98010	01	003.161-014	7000
33Z	Electronics Technician (Communications)	Intel School	98010	01	003.161-014	7000
35H	Electrical Instrument Repairer	Missile & Munitions	98006	02	729.281-026	7000
35H	Instrument Repairer (Electronics)	Signal	98004	17	710.261-010	8000
35K	Aircraft Mechanic, Electrical	Signal	98004	02	825.281-018	8000
35L	Aircraft Mechanic, Electrical	Signal	98004	02	825.281-018	8000
35L	Electrician, Radio	Signal	98004	10	823.281-014	8000
35M	Aircraft Mechanic, Electrical	Signal	98004	02	825.281-018	8000
35R	Electronics Mechanic (Radar)	Signal	98004	20	828.281-010	8000
36L	Central Office Telephone Installer/Repairer	Signal	98004	03	822.361-014	8000
36L	Electronics Technician (Communications)	Signal	98004	18	003.161-014	8000
36M	Line Installer/Repairer	Signal	98004	08	822.381-014	8000
36M	Station Installer/Repairer	Signal	98004	26	822.261-022	8000
39C	Electronics Mechanic (Radar)	Signal	98004	20	828.281-010	8000
39C	Electronics Mechanic	Artillery	98008	02	828.281-010	8000
39D	Electronics Mechanic (Computer)	Signal	98004	12	828.281-010	8000
39E	Instrument Repairer (Electronics)	Signal	98004	17	710.261-010	8000
39K	Electronics Mechanic (Computer)	Signal	98004	12	828.281-010	8000
39L	Electronics Mechanic	Artillery	98008	02	828.281-010	8000
39L	Electronics Mechanic (Computer)	Signal	98004	12	828.281-010	8000
39T	Electronics Mechanic (Computer)	Signal	98004	12	828.281-010	8000
39Y	Electronics Mechanic	Artillery	98008	02	828.281-010	8000
39Y	Electronics Mechanic (Computer)	Signal	98004	12	828.281-010	8000
41C	Fire Control Mechanic (Instrument Repairer)	Ordnance	98005	11	632.261-014	3000
41E	Photographic Equipment Maintenance Technician	Signal	98004	13	714.281-026	6000
44B	Automobile Body Repairer	Ordnance	98005	05	807.381-010	8000

**Table A-2**  
**Army Apprenticeship Program data—Continued**

Eligible MOS	Occupation	PSSS	Program number	Skill code	DOT code	Program hours
44B	Machinist, Automotive	Ordnance	98005	04	600.280-022	8000
44B	Welder, Combination	Ordnance	98005	03	819.384-010	6000
44E	Automobile Body Repairer	Ordnance	98005	05	807.381-010	8000
44E	Machinist, Automotive	Ordnance	98005	04	600.280-022	8000
45B	Gunsmith (Small Weapons Repairer)	Ordnance	98005	01	632.281-010	8000
45E	Ordnance Artificer	Armor	98007	01	632.261-018	6000
45G	Electronics Mechanic (Fire Control Systems)	Ordnance	98005	10	828.281-010	8000
45K	Gunsmith (Artillery Repairer)	Ordnance	98005	02	632.281-018	8000
45L	Gunsmith (Artillery Repairer)	Ordnance	98005	02	632.281-018	8000
45N	Ordnance Artificer	Armor	98007	01	632.261-018	6000
45T	Ordnance Artificer	Armor	98007	01	632.261-018	6000
45Z	Gunsmith (Artillery Repairer)	Ordnance	98005	02	632.281-010	8000
45Z	Gunsmith (Small Weapons Repairer)	Ordnance	98005	01	632.281-010	8000
46N	Electrical Instrument Repairer	Missile & Munitions	98006	02	729.281-026	7000
46N	Maintenance Mechanic (Hydraulic Equipment)	Missile & Munitions	98006	03	638.281-014	6000
46N	Television and Radio Repairer	Missile & Munitions	98006	05	720.281-018	8000
51B	Carpenter	Engineer	98001	05	860.381-022	8000
51H	Rigger	Engineer	98001	14	869.683-010	6000
51K	Plumber/Pipefitter	Engineer	98001	06	862.381-010	8000
51M	Fire Fighter	Engineer	98001	08	373.364-010	6000
51R	Electrician	Engineer	98001	07	824.261-010	8000
52C	Refrigeration/Air Conditioning Repairer/Servicer	Engineer	98001	09	637.261-014	8000
52E	Electrical Repairer (Industrial)	Engineer	98001	12	829.281-014	8000
52E	Electrician, Powerhouse	Engineer	98001	13	820.261-014	8000
55G	Electronics Technician	Missile & Munitions	98006	04	003.161-014	8000
62B	Construction Equipment Mechanic	Engineer	98001	03	620.261-022	6000
62E	Motor Grader Operator (Grading & Paving Equipment)	Engineer	98001	02	850.663-022	6000
62F	Operating Engineer (Crane Operator)	Engineer	98001	04	859.683-010	6000
62G	Plant Equipment Operator	Engineer	98001	01	570.682-014	6000
62H	Motor Grader Operator (Grading & Paving Equipment)	Engineer	98001	02	850.663-022	6000
62H	Plant Equipment Operator	Engineer	98001	01	570.682-014	6000
62J	Motor Grader Operator (Grading & Paving Equipment)	Engineer	98001	02	850.663-022	6000
63B	Automobile Mechanic	Ordnance	98005	07	620.261-010	8000
63B	Construction Mechanic (Heavy Duty Equipment)	Ordnance	98005	09	620.261-022	8000
63B	Mechanic, Truck	Ordnance	98005	08	620.281-050	8000
63D	Automobile Mechanic	Ordnance	98005	07	620.261-010	8000
63D	Construction Mechanic (Heavy Duty Equipment)	Ordnance	98005	09	620.261-022	8000
63D	Mechanic, Truck	Ordnance	98005	08	620.281-050	8000
63E	Automobile Mechanic	Ordnance	98005	07	620.261-010	8000
63E	Construction Mechanic (Heavy Duty Equipment)	Ordnance	98005	09	620.261-022	8000
63E	Mechanic, Truck	Ordnance	98005	08	620.281-050	8000
63G	Electrician, Automotive (Electrical System)	Ordnance	98005	13	825.281-022	8000
63G	Fuel Systems Repairer	Ordnance	98005	12	625.281-022	8000
63H	Automobile Mechanic	Ordnance	98005	07	620.261-010	8000
63H	Construction Mechanic (Heavy Duty Equipment)	Ordnance	98005	09	620.261-022	8000
63H	Mechanic, Truck	Ordnance	98005	08	620.281-050	8000
63J	Sewing Machine Repairer	Ordnance	98005	06	639.281-018	6000
63N	Automobile Mechanic	Ordnance	98005	07	620.261-010	8000
63N	Construction Mechanic (Heavy Duty Equipment)	Ordnance	98005	09	620.261-022	8000
63N	Mechanic, Truck	Ordnance	98005	08	620.281-050	8000
63S	Automobile Mechanic	Ordnance	98005	07	620.261-010	8000
63S	Construction Mechanic (Heavy Duty Equipment)	Ordnance	98005	09	620.261-022	8000
63S	Mechanic, Truck	Ordnance	98005	08	620.281-050	8000
63T	Automobile Mechanic	Ordnance	98005	07	620.261-010	8000
63T	Construction Mechanic (Heavy Duty Equipment)	Ordnance	98005	09	620.261-022	8000
63T	Mechanic, Truck	Ordnance	98005	08	620.281-050	8000
63W	Automobile Mechanic	Ordnance	98005	07	620.261-010	8000
63W	Construction Mechanic (Heavy Duty Equipment)	Ordnance	98005	09	620.261-022	8000
63W	Mechanic, Truck	Ordnance	98005	08	620.281-050	8000
63Y	Automobile Mechanic	Ordnance	98005	07	620.261-010	8000
63Y	Construction Mechanic (Heavy Duty Equipment)	Ordnance	98005	09	620.261-022	8000
63Y	Mechanic, Truck	Ordnance	98005	08	620.281-050	8000
63Z	Automobile Mechanic	Ordnance	98005	07	620.261-010	8000
63Z	Construction Mechanic (Heavy Duty Equipment)	Ordnance	98005	09	620.261-022	8000
63Z	Mechanic, Truck	Ordnance	98005	08	620.281-050	8000

**Table A-2**  
**Army Apprenticeship Program data—Continued**

Eligible MOS	Occupation	PSSS	Program number	Skill code	DOT code	Program hours
67G	Aircraft Mechanic (Airplane)	Transportation	98003	05	621.281-014	8000
67H	Aircraft Mechanic (Airplane)	Transportation	98003	05	621.281-014	8000
67N	Aircraft Mechanic (Helicopter)	Transportation	98003	06	621.281-014	6000
67R	Aircraft Mechanic (Helicopter)	Transportation	98003	06	621.281-014	6000
67S	Aircraft Mechanic (Helicopter)	Transportation	98003	06	621.281-014	6000
67T	Aircraft Mechanic (Helicopter)	Transportation	98003	06	621.281-014	6000
67U	Aircraft Mechanic (Helicopter)	Transportation	98003	06	621.281-014	6000
67V	Aircraft Mechanic (Helicopter)	Transportation	98003	06	621.281-014	6000
67Y	Aircraft Mechanic (Helicopter)	Transportation	98003	06	621.281-014	6000
68B	Aircraft Mechanic (Turbine Engine)	Transportation	98003	09	621.281-014	8000
68F	Electrician, Airplane	Transportation	98003	02	825.281-018	6000
68G	Sheetmetal Worker—Aircraft	Transportation	98003	01	804.281-010	6000
68H	Maintenance Mechanic (Hydraulic Equipment, Aircraft)	Transportation	98003	08	638.281-014	6000
68J	Aircraft Mechanic, Armament	Transportation	98003	07	806.381-010	8000
68M	Aircraft Mechanic, Arnament	Transportation	98003	07	806.381-010	8000
72E	Telegraphic Teletypewriter Operator	Signal	98004	14	203.582-050	6000
72G	Telegraphic Teletypewriter Operator	Signal	98004	14	203.582-050	6000
77F	Pumper-Gauger (Petro/Chemical)	Quartermaster	98002	03	914.382-014	6000
77L	Laboratory Tester (Petro)	Quartermaster	98002	02	029.261-022	6000
77L	Pumper-Gauger (Petro/Chemical)	Quartermaster	98002	03	914.382-014	6000
81B	Drafter (Architectural)	Engineer	98001	11	001.261-010	8000
81E	Illustrator	Signal	98004	25	141.061-022	4000
82B	Land Surveyor (Engineering)	Engineer	98001	15	018.167-018	8000
82C	Land Surveyor (Artillery)	Artillery	98008	01	018.167-018	8000
82D	Land Surveyor (Engineering)	Engineer	98001	15	018.167-018	8000
83E	Lithographic Plate Maker	Engineer	98001	16	972.381-010	7000
83E	Photographer, Lithographic	Engineer	98001	18	972.382-014	7000
83E	Stripper, Photolithographic	Engineer	98001	17	972.381-022	7000
83F	Offset Press Operator, Lithographic	Engineer	98001	10	651.482-010	8000
84B	Photographer, Still	Signal	98004	11	143.062-030	6000
84C	Photographer, Motion Picture	Signal	98004	09	143.062-022	6000
84C	Production Coordinator (Radio/TV Broadcasting)	Signal	98004	21	962.167-014	6000
84F	Control Room Technician (Radio/TV Broadcasting)	Signal	98004	22	194.262-010	4000
84F	Photographer, Motion Picture	Signal	98004	09	143.062-022	6000
84F	Production Coordinator (Radio/TV Broadcasting)	Signal	98004	21	962.167-014	6000
88H	Truck Crane Operator, Cargo Specialist	Transportation	98003	11	921.663-062	6000
88L	Diesel Mechanic, Marine Heavy Duty	Transportation	98003	03	625.281-010	6000
88M	Truck Driver	Transportation	98003	10	905.663-014	6000
93D	Electronics Mechanic (Radar)	Signal	98004	20	828.281-010	8000
94B	Cook	Quartermaster	98002	01	313.361-014	6000
94F	Cook	Quartermaster	98002	01	313.361-014	6000
96D	Photogrammetrist	Intel Cen & School	98011	02	018.261-026	6000

**Table A-3**  
**Home of record codes**

Location	Code
Alabama . . . . .	01
Alaska . . . . .	02
Arizona . . . . .	04
Arkansas . . . . .	05
California . . . . .	06
Colorado . . . . .	08
Connecticut . . . . .	09
Delaware . . . . .	10
District of Columbia . . . . .	11
Florida . . . . .	12
Georgia . . . . .	13
Hawaii . . . . .	15
Idaho . . . . .	16
Illinois . . . . .	17
Indiana . . . . .	18
Iowa . . . . .	19
Kansas . . . . .	20
Kentucky . . . . .	21
Louisiana . . . . .	22
Maine . . . . .	23

**Table A-3**  
**Home of record codes—Continued**

Location	Code
Maryland . . . . .	24
Massachusetts . . . . .	25
Michigan . . . . .	26
Minnesota . . . . .	27
Mississippi . . . . .	28
Missouri . . . . .	29
Montana . . . . .	30
Nebraska . . . . .	31
Nevada . . . . .	32
New Hampshire . . . . .	33
New Jersey . . . . .	34
New Mexico . . . . .	35
New York . . . . .	36
North Carolina . . . . .	37
North Dakota . . . . .	38
Ohio . . . . .	39
Oklahoma . . . . .	40
Oregon . . . . .	41
Pennsylvania . . . . .	42

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**Table A-3**  
**Home of record codes—Continued**

Location	Code
Rhode Island .....	44
South Carolina .....	45
South Dakota .....	46
Tennessee .....	47
Texas .....	48
Utah .....	49
Vermont .....	50
Virginia .....	51
Washington .....	53
West Virginia .....	54
Wisconsin .....	55
Wyoming .....	56
American Samoa .....	60
Canal Zone .....	61

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**Table A-3**  
**Home of record codes—Continued**

Location	Code
Canton & Enderbury Islands .....	62
Guam .....	66
Johnston Atoll .....	67
Midway Island .....	71
Puerto Rico .....	72
Ryukyu Islands Southern .....	73
Swan Island .....	74
Trust Territories of the Pacific .....	75
U.S. Miscellaneous Pacific Islands .....	77
Virgin Islands .....	78
Wake Island .....	79
Other .....	80

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1. Applicant working in an apprenticeable MOS verified.
2. DA Form 4409-R initiated.
3. DA Form 4409-1-R initiated.
4. Official AAP file established.
5. DA Form 4409-R completed, entries to parts II and III posted after verification.
6. DA Form 4409-R completed with documentation, and proper distribution made.
7. DA Form 4409-1-R completed and sent to PSSS, and copy of coverletter sent to TRADOC.
8. Log book given to apprentice.
9. Need to maintain integrity of AAP explained, and letter sent to supervisor.
10. Valid use of DA Forms 4567-R including valid supervisors' justification for exceeding 6 hours per work day or 132 hours per month explained.
11. Need for apprentice to record all hours of experience, even if some categories are completed, explained.
12. Award of previous work experience and credit for related instruction received from PSSS.
13. Second DA Form 4409-R completed, recording hours awarded for previous work experience, and sent to TRADOC.
14. Apprentice informed of when and where to turn-in DA Forms 4567-R.

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**Figure 1. Checklist for processing an initial AAP enrollment**

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Army Education Center  
Fort Ulysses S. Grant, IL 60331-0232

A1PER-ED (621-5a)

17 Sep 88

MEMORANDUM THRU: Commander, USATALS, ATTN: ATSPQ-SEF-PD/IAP, Fort Eustis, VA 23604-4116

FOR: Commander, U.S. Army Training and Doctrine Command,  
ATTN: ATPL-B, Fort Monroe, VA 23651-5262

SUBJECT: Request for Issuance of Apprenticeship Program Completion Certificate

1. This is to certify that SSG Thomas J. ARMS, 343-45-6512, has successfully completed all requirements for apprenticeship program number 98003, Cargo Specialist, and is qualified for a certificate of completion of apprenticeship.
  - a. SSG Arms enrolled in the program on 23 Jul 82 and completed the program on 4 Jun 87.
  - b. He was awarded 1845 hours of previous work experience.
  - c. A copy of each of the following apprenticeship papers is enclosed:
    - (1) DA Forms 4567-R (Daily Work Experience Record).

---

**Figure 2. Sample memorandum for requesting a certificate of completion—Continued**

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- (2) DA Forms 4568-R(Periodic Work Experience Record).
  - (3) Verification from Sponsor School of previous work experience credit.
  - (4) Initial DA Form 4409-R(Apprenticeship Application, Assignment History, and Related Instruction).
  - (5) Verification of required related instruction.
  - (6) DA Form 4409-R, code 4, completion, in part I, item 1.
  - (7) Other. (Describe "Other.")
2. SSG Arms is assigned to the 408th Trans Bn, at Ft.Ulysses S. Grant, IL 60331-0232.
3. Send the certificate of completion for presentation to ESO, Army Education Center, ATTN: AM1PER-ED, Ft. Ulysses S. Grant, IL 60331-0232.

8 Encls

/s/

Elexis S. Oshi  
Education Services Officer

**Figure 2. Sample memorandum for requesting a certificate of completion**

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1. Verify completion of hours of work experience by work process.
2. Verify that an average of 6 hours per day or 132 hours per month of work experience has not been exceeded without proper supervisor justification.
3. Prepare DA Form 4409-R, action code 4 in part I, item 1.
4. Assemble copies of—
  - a. DA Forms 4567-R.
  - b. DA Forms 4568-R.
  - c. Award of credit for previous work experience and related instruction from the PSSS.
  - d. DA Forms 4409-R, action codes 1 and 4, as appropriate in part I, item 1.
  - e. Documentation for and determination of related instruction hours.
  - f. DA Form 2-1.
5. Letter requesting completion certificate prepared. (See fig. 2)
6. Letter with enclosures sent through the PSSS to TRADOC, and copy of request only to TRADOC.
7. Apprentice given copy of official AAP file if requested.
8. Certificate of completion received.
9. Appropriate ceremony for presentation arranged.

**Figure 3. Checklist for processing an AAP completion**

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Education Center

TO WHOM IT MAY CONCERN:

This is to certify that Martha L. ENDICOTT, SSN 567-09-5492, was enrolled in the Army Apprenticeship program for the trade of Motor Transport Operator from March 1984 to July 1987. During that time she successfully completed the following hours of work experience in the work processes listed.

**Figure 4. Sample letter for a soldier who partially completes an AAP—Continued**

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Work process	Hours
a. Medium truck (2 1/2 ton 6×6/6×4 diesel/gas)	325
b. Medium truck (5 ton 6×6 diesel/gas dump truck/cargo)	620
c. Medium/heavy tractor trailer (5–20 ton 4×6/6×6 diesel/gas with flat bed/van)	1145
d. Map reading	25
e. Preventive maintenance	135
f. Specialized vehicle operations	340
g. Systems familiarization	275
h. Vehicle competition	30
Total hours	2895

Additionally, she completed 352 hours of related instruction for the trade of Motor Transport Operator.

Army apprenticeship programs are registered with the U.S. Department of Labor. This soldier's participation can be verified by writing Department of Labor, Bureau of Apprenticeship and Training, 200 Constitution Ave., NW., Room N4649, Washington, DC 20210.

Sincerely,

/s/

C. W. McWhalen  
Education Services Specialist

**Figure 4. Sample letter for a soldier who partially completes an AAP**

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1. Verify completion of hours of work experience by work process.
2. Verify that an average of 6 hours per day of work experience has not been exceeded without proper justification.
3. Prepare DA Form 4409-R, action code 5 or 6 in part I, item 1.
4. Assemble copies of—
  - a. DA Forms 4567-R.
  - b. DA Forms 4568-R.
  - c. Award of credit for previous work experience and related instruction from the PSSS.
  - d. Documentation for related instruction hours.
5. Letter summarizing AAP experiences prepared. (See fig. 4)
6. Summation letter given to the apprentice.
7. Apprentice given a copy of the official AAP file.

**Figure 5. Checklist for processing an AAP completion termination**

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**RESERVED**

**APPRENTICESHIP APPLICATION, ASSIGNMENT HISTORY AND RELATED INSTRUCTION**

For use of this form, see DA FORM 621-200; the proponent agency is DCSPER

REQUIREMENT CONTROL SYMBOL  
LABOR 1024**DATA REQUIRED BY THE PRIVACY ACT**

- 1. AUTHORITY:** 10 USC Section 4302—Enlisted Members of Army Schools.
- 2. PRINCIPAL PURPOSE:** Used as an official document by which an individual is enrolled as an apprentice in one of the Army's apprenticeship programs under the provisions outlined in the National Apprenticeship Standards for the United States Army.
- 3. ROUTINE USES:** Data is forwarded through appropriate channels to the Bureau of Apprenticeship and Training, United States Department of Labor for each individual for approval/registration in the specific apprenticeship Army program. A copy is attached to the individual's DA Form 663.
- 4. DISCLOSURE:** Disclosure of information is voluntary. Failure to provide required information will result in the inability of the individual to become registered in the apprenticeship program of his or her choice. It would also mitigate against the ACES program to be able to provide education to the individual.

This certifies registration with the Department of Labor for the Army Apprenticeship Program of DOT code \_\_\_\_\_, for the below named individual who meets the eligibility criteria for this program.

**PART I—ENROLLMENT APPLICATION**

ITEM NO.	DESCRIPTION	ITEM NO.	DESCRIPTION
1.	ACTION CODE  (1) <input type="checkbox"/> (2) <input type="checkbox"/> (3) <input type="checkbox"/> (4) <input type="checkbox"/> (5) <input type="checkbox"/>	12.	SEX  (60) <input type="checkbox"/> (61) <input type="checkbox"/>
2.	ESO CODE  (6) <input type="checkbox"/> (7) <input type="checkbox"/> (8) <input type="checkbox"/> (9) <input type="checkbox"/> (10) <input type="checkbox"/> (11) <input type="checkbox"/> (12) <input type="checkbox"/> (13) <input type="checkbox"/> (14) <input type="checkbox"/>	13.	VETERAN STATUS  (62) <input type="checkbox"/> (63) <input type="checkbox"/> (64) <input type="checkbox"/>
3.	SSN  (15) <input type="checkbox"/> (16) <input type="checkbox"/> (17) <input type="checkbox"/> (18) <input type="checkbox"/> (19) <input type="checkbox"/> (20) <input type="checkbox"/> (21) <input type="checkbox"/> (22) <input type="checkbox"/> (23) <input type="checkbox"/> (24) <input type="checkbox"/> (25) <input type="checkbox"/> (26) <input type="checkbox"/>	14.	ENLISTMENT NO.  (65) <input type="checkbox"/> (66) <input type="checkbox"/> (67) <input type="checkbox"/> (68) <input type="checkbox"/>
4.	INDIVIDUAL'S NAME  (27) <input type="checkbox"/> (28) <input type="checkbox"/> (29) <input type="checkbox"/> (30) <input type="checkbox"/> (31) <input type="checkbox"/> (32) <input type="checkbox"/> (33) <input type="checkbox"/> (34) <input type="checkbox"/> (35) <input type="checkbox"/> (36) <input type="checkbox"/> (37) <input type="checkbox"/> (38) <input type="checkbox"/>	15.	PAY GRADE  (69) <input type="checkbox"/> (70) <input type="checkbox"/> (71) <input type="checkbox"/> (72) <input type="checkbox"/>
5.	PROGRAM NUMBER  (39) <input type="checkbox"/> (40) <input type="checkbox"/> (41) <input type="checkbox"/> (42) <input type="checkbox"/> (43) <input type="checkbox"/>  (44) <input type="checkbox"/>  (45) <input type="checkbox"/>	16.	DATE ENTERED PROGRAM  (73) <input type="checkbox"/> (74) <input type="checkbox"/> (75) <input type="checkbox"/> (76) <input type="checkbox"/>
6.	SKILL NUMBER  (46) <input type="checkbox"/> (47) <input type="checkbox"/> (48) <input type="checkbox"/>	17.	HOURS PREVIOUS EXPERIENCE  (77) <input type="checkbox"/> (78) <input type="checkbox"/> (79) <input type="checkbox"/> (80) <input type="checkbox"/>
7.	MOS  (49) <input type="checkbox"/> (50) <input type="checkbox"/> (51) <input type="checkbox"/> (52) <input type="checkbox"/>	18.	DATE PROGRAM CHANGE  (81) <input type="checkbox"/> (82) <input type="checkbox"/> (83) <input type="checkbox"/> (84) <input type="checkbox"/>
8.	DATE OF BIRTH  (53) <input type="checkbox"/> (54) <input type="checkbox"/> (55) <input type="checkbox"/> (56) <input type="checkbox"/>	19.	HOUR LOGGED IN PROGRAM  (85) <input type="checkbox"/> (86) <input type="checkbox"/> (87) <input type="checkbox"/> (88) <input type="checkbox"/>
9.	ETS DATE  (57) <input type="checkbox"/> (58) <input type="checkbox"/>	20.	TERMINATION DATE  (89) <input type="checkbox"/> (90) <input type="checkbox"/> (91) <input type="checkbox"/>
10.	HOME OF RECORD  (59) <input type="checkbox"/>	21.	RANK  (92) <input type="checkbox"/> (93) <input type="checkbox"/> (94) <input type="checkbox"/>
11.	ETHNIC GROUP  (95) <input type="checkbox"/>	22.	DATE OF ACTION  (96) <input type="checkbox"/> (97) <input type="checkbox"/> (98) <input type="checkbox"/> (99) <input type="checkbox"/>

**DA FORM 4409-R, AUG 87**

SUPERSEDES DA FORM 4565-R, SEP 81, and DA FORM 4409-R, AUG 82 AND JUN 86, WHICH ARE OBSOLETE



## PART II—APPRENTICE UNIT ASSIGNMENT HISTORY

## PART III—RECORD OF RELATED INSTRUCTION

TYPE/PRINTED NAME AND TITLE OF REGISTERING  
EDUCATION SERVICES OFFICER (ESO)

DATE \_\_\_\_\_  
SIGNATURE \_\_\_\_\_

**PHONE NUMBER**  
**UNIT**  
**SIGNATURE**

DATE

REVERSE OF DA FORM 4409-R, AUG 87



M

TAB

TAB TAB

TAB TAB

**ARMY APPRENTICESHIP PROGRAM  
VERIFICATION OF PREVIOUS WORK EXPERIENCE**

For use of this form, see DA PAM 621-200; the proponent agency is DCSPER

Requirement Control  
Symbol  
LABOR—1024

**SECTION I—PARTICIPANT INFORMATION**

NAME OF PARTICIPANT (Last, First, Middle)	SSN	MOS
---	-----	-----

ORGANIZATION AND UNIT	FROM (Month/Year)	TO (Month/Year)
-----------------------	-------------------	-----------------

SIGNATURE OF PARTICIPANT	DATE
--------------------------	------

**SECTION II—WORK PROCESSES AND HOURS OF PREVIOUS EXPERIENCE**

WORK PROCESS (Letter & Title)	HOURS	WORK PROCESS (Letter & Title)	HOURS

**SECTION III—SUPERVISOR'S VERIFICATION STATEMENT**

I was the immediate supervisor of the AAP participant named above during the period stated in Section I. I certify that he or she satisfactorily performed tasks for the work processes in the number of hours reported in Section II.

TYPED NAME OF SUPERVISOR	RANK	ORGANIZATION AND UNIT
--------------------------	------	-----------------------

SIGNATURE OF SUPERVISOR	DATE
-------------------------	------



**APPRENTICE DAILY WORK EXPERIENCE RECORD**

For use of this form, see DA PAM 621-200; the proponent agency is DCSPER

PAGE

OF

Requirement Control

Symbol

LABOR—1204

NAME (Last, First, MI)

MONTH

YEAR

PROGRAM NAME

PROGRAM NUMBER

DATE	HOURS WORKED ON WORK PROCESSES												SUPVR'S. INITIALS
	1	2	3	4	5	6	7	8	9	10	11	12	
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
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20													
21													
22													
23													
24													
25													
26													
27													
28													
29													
30													
31													
TOTAL													

JUSTIFICATION/REMARKS

**I CERTIFY THAT THE FOLLOWING STATEMENTS ARE CORRECT:** The hours claimed above are apprenticeship work process hours—NOT hours present for duty or those spent performing non-apprenticeship duties such as guard, charge-of-quarters, etc. To the best of my knowledge, the hours are correct as listed.

APPRENTICE'S SIGNATURE

RANK

DATE

SUPERVISOR'S NAME AND SIGNATURE

RANK

DATE

**DA FORM 4567-R, AUG 87**

EDITIONS OF SEP 81 AND JUN 86 ARE OBSOLETE



**APPRENTICE PERIODIC WORK EXPERIENCE RECORD**

For use of this form, see DA PAM 621-200; the proponent agency is DCSPER

Requirement Control

Symbol

LABOR-1024

NAME

SSN

RANK

PROGRAM NAME

PROGRAM NUMBER

a	b	c	d	e	f	g	h	i	j	k	l	m	n	
WORK PROC- ESS	REQ. HRS.	PREV. HRS.	HRS. FWD.	HRS.* DATES	CUM. HRS. c+d +e	HRS.* DATES	CUM. HRS. f+g	HRS.* DATES	CUM. HRS. h+i	HRS.* DATES	CUM. HRS. j+k	HRS.* DATES	CUM. HRS. l+m	
				FR:		FR:		FR:		FR:		FR:	FR:	
				TO:		TO:		TO:		TO:		TO:	TO:	
TOTAL														
DATE														
ESO INIT.														
RE-LATED INSTR.														
REMARKS														

\* Enter Beginning and Ending Date of Reported Period.

DA FORM 4568-R, AUG 87

EDITION OF SEP 81 IS OBSOLETE



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